

## DUTY STATEMENT

<b>ORGANIZATION (DIVISION/REGION/BOARD)</b> Division of Water Rights	<b>UNIT</b> Hearings & Special Projects	<b>POSITION #</b> 880-300-0762-101	<b>DATE</b> 10/4/2022
<b>NAME OF EMPLOYEE (IF APPLICABLE)</b> Vacant			
<b>CURRENT CLASSIFICATION</b> Environmental Scientist		<b>PROPOSED CLASSIFICATION (IF APPLICABLE)</b>	
<b>NAME OF SUPERVISOR</b> Mara Irby			
<b>CURRENT CLASSIFICATION OF SUPERVISOR</b> Senior Environmental Scientist, Supervisor		<b>REVIEWED AND APPROVED BY SIGNATURE</b>	
<b>SUPERVISION EXERCISED (IF APPLICABLE)</b>			
<b>1. DIRECTLY SUPERVISED</b>		<b>2. INDIRECTLY SUPERVISED</b>	
<b>NO. OF EMPLOYEES</b>	<b>CLASS TITLE</b>	<b>NO. OF EMPLOYEES</b>	<b>CLASS TITLE</b>
<b>DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.</b>			
<b>% OF TIME</b>	<b>DUTIES</b>		
35%	<p>Under the close supervision of a Senior Environmental Scientist, Supervisor and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.</p> <p>The incumbent is responsible for a broad range of water use and water right related activities requiring professional scientific judgment and interpretation of California Water Law and Board procedures, regulations, and policies. Specific responsibilities include:</p>		
35%	<p>Using Environmental Scientist knowledge, work on a multidisciplinary team to plan for and manage periodic drought conditions in the Sacramento-San Joaquin Delta watershed through the development and implementation of analytical and data visualization tools. Develop and implement State Water Board orders and regulations regarding water unavailability analyses, water right curtailments, minimum instream flow requirements, and other drought-related topics. Conduct critical drought communications via the preparation for and the presentation of technical information to audiences of varying levels of expertise at Board workshops and webinars and through the preparation of written outreach materials or informational videos. Consider and respond to comments from stakeholders regarding Board and Division actions and facilitate collaborative alternatives to curtailments among diverters, such as voluntary agreements.</p>		
35%	<p>Provide technical scientific expertise to the Board and other members of a multidisciplinary team before, during, and after administrative hearings. Collaborate with engineers, geologists, and attorneys to determine the scientific issues that will be heard by the Board, such as the impacts of water diversions on public trust fishery resources, vegetation, wildlife, potential land uses, and other aspects of the</p>		

	<p>environment; prepare documents for water right hearings; analyze evidence in the hearing record; brief State Water Board members on scientific matters related to water right hearings; collaborate with Hearings Unit members in the review and preparation of environmental documents required to satisfy California Environmental Quality Act and Board requirements; cross-examine expert witnesses on scientific matters; prepare draft State Water Board decisions and/or orders, including findings on scientific matters; communicate with and respond to comments made by the public regarding draft decisions and/or orders; maintain administrative records for water rights proceedings consisting of paper and electronic libraries of evidence; and present decisions and/or orders to the Board for adoption. Throughout the process, communicate with water right stakeholders, technical consultants, elected political officials, executive management, and Board members.</p> <p>Plan and conduct complex water use and water right studies and prepare technical scientific reports and analyses to support important Board decisions and orders. Facilitate the compliance of water right holders with adopted Board decisions and orders by reviewing compliance plans, water diversion and use reports, as-built reports, and other documents; conducting site visits; and coordinating with stakeholders, such as the California Department of Fish and Wildlife and other water right holders.</p> <p>Act as the scientific staff expert on special projects and assignments in support of various programs, initiatives, and efforts within the Division of Water Rights, such as permitting, enforcement, petition, registration, and Bay-Delta program efforts. Develop analytical tools, policies, regulations, technical staff reports, and other work products in support of these programs. Conduct field investigations related to water diversions, water use, or instream flows and prepare specialized reports. Process sensitive, complex, and high priority water right applications and petitions, involving the evaluation of water availability, instream flow needs, and impacts on fish and wildlife, other legal users of water, and the public interest.</p> <p>5% Respond to general water right inquiries from the public.</p> <p>5% Perform other duties as required.</p> <p>Employee Signature: _____ Date Signed: _____</p>
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